

*File
Rec. mgt 5-1*

DRAFT

STATINTL

Original

File 100-19

*5/7/57
with chart showing
projected Records Center
holdings & actual
memo to DCI -*

MEMORANDUM FOR: Director of Central Intelligence
FROM : Deputy Director (Support)
SUBJECT : Proposed Addition to Records Center

STATINTL

1. At the PRC Meeting on *6 February 1957* to consider the expansion of the Agency Records Center *asked* Mr. Amory had some reservations as to the wisdom of proceeding with construction. He felt that the copies of NIS and other records in the Records Center could be reduced substantially and thereby provide space to serve our needs for a while longer. He also believed that the President's Budget Policy on federal construction should be considered.

STATINTL

2. Since then Mr. Amory had his Assistant Directors to review their record holdings and I understand that we cannot expect any significant relief from the DD/I Area. I asked the DD/P and the principal offices in the DD/S Area to review their positions too. While this review is incomplete I do not expect any significant relief from these areas either.

3. In the mean time our Agency offices are continuing to do a good job of getting rid of their inactive records by destroying them and transferring them to the Records Center. This is in accordance with the President's views on paper work management and the Hoover Commission proposal in this area. We now have only enough space left in the present Records Center building to last us until some time in September of this year. I do not want to see the fine progress that we have made in Records Management slowed down because it would mean more office space and more expensive safe cabinets.

4. The Bureau of Budget has informally advised me that they see no reason why we should not go ahead with construction of the addition to the Records Center. I feel that this construction is essential in terms of the President's Budget Policy.

5. The plans and *specifications* for the Records Center have been completed. It will take us about forty-five days to advertise for the bids and award a contract. I think we should go ahead with this now. Do you approve?

L. K. WHITE
Deputy Director
Support